
 HOLYPORT COLLEGE	Bursaries Policy	
	Effective Date: 01 September 2024	Version No: v2.8

Title	Bursaries Policy
Person responsible for policy formulation, implementation, maintenance and evaluation	Bursar
Persons consulted	Bursaries Committee
Created on	5 March 2018
Date of current review	June 24
Date of future review	June 25

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Originator		Reviewed		Approved	
			By	Date	By	Date	By	Date
V1.0	5 Mar 2018	New Policy	Bursar	05.03.2018	SLT	12.12.18	FGB	05.03.2018
V2.0	Dec 2018	Revision	Bursar	12.2018	Bursar	12.18	FGB	
V2.1	14 Mar 2019	No. of bursaries	Bursar	03.2019	Bursar	12.18	FGB	14.03.2019
V2.2	3 Dec 2019	Revision	BC	03.12.2019	BC	03.12.19	FGB	05.12.2019
V2.3	2 July 2020	Revision	BC	02.07.2020	BC	03.12.19	BC	03.12.2019
V2.4	10 Sept 20	Revision	Head Master	10.09.2020	Bursar	10.09.20	Bursar	10.09.2020
V2.5	June 21	Revision	Head Master		BC	10.06.21	FGB	08.07.2021
V2.6	10 Nov 22	Review	Bursar	10.09.22	Bursar	10.09.22	GFC	10.09.2022
V2.7	28 Sept 23	Review	Bursar	28.09.23	Bursar	28.09.23	FGB	28.09.2023
V2.8	01 Sept 24	Review	Bursar	12.06.24	Bursar	12.06.24	GFC	01.09.2024

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POLICY DOCUMENT REVIEW

This Policy document is subject to a periodic review (recommended as annual) by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

BURSARIES POLICY

Bursaries

Holyport College hopes to offer a maximum of seven full boarding bursaries at any one time (subject to the availability of funds). Priority will be given for Boarding Bursaries over Hardship Bursaries. New joiners in Year 7, Year 9 or Year 12 will be considered eligible for a bursary

The Head will be able to exercise discretion to award bursaries above 7 where there is a significant contribution (at least 50%) by a Charitable Foundation such as Buttle or The Royal Springboard Foundation where there are spare beds that would not otherwise be filled for the duration of the pupil's time at Holyport.

There are two types of Bursaries available:


Boarding Bursaries (awarded at the point of entry to Holyport College)

These are awarded to young people who wish to join Holyport College in Year 7, 9 or 12 from outside the school. Bursaries reviewed at end of Year 11 may be continued for current pupils going into Year 12 for the duration of Sixth Form at the Head's discretion. These may be full or partial depending on the circumstances of the family.

Subject to satisfying all other checks bursary applicants will be required to provide financial information and documents to verify the need of the applicant.

All bursaries will be subject to annual review.


Decisions on allocation of these places for new joiners will include close consultation with and reports from the child's current school in an assessment of capacity to benefit from boarding provision at Holyport College. We will work closely with students, parents and staff to ensure that all boarding admissions represent the right decision for all parties. The cost of these bursaries will be funded by Holyport College and external sources. See Appendix 1 for the bursary criteria.

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Hardship Bursaries

Hardship Bursaries may be awarded to a student currently attending the College in any year group if there is a change in a family’s financial circumstances subject to sufficient funding being available. These are awarded for a fixed period only (usually until the end of the current academic year) and parents/carers will need to reapply in subsequent years for the continuation of support. No assumption should be made by the recipient of an initial hardship award that any subsequent application will be successful.

The Governing Body has devolved the responsibility of awarding bursaries to the Bursaries Committee.

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APPENDIX 1

Guidance on the criteria for the allocation of bursary boarding places

- i. Holyport College will consider applicants for a Year 7, Year 9 or a Year 12 bursary boarding place, who is able to fully embrace and benefit from all that boarding has to offer, whose personal circumstances mean that boarding would provide a transformational life opportunity over and above those opportunities offered by day schools and whose financial circumstances mean that they are not able to afford the fees, either in full or in part
- ii. The extent to which an external applicant is able to benefit from the boarding experience and the extent to which it will provide a transformational life opportunity will be established through the application, school reference and interview process. For internal candidates, this will be established through their existing school record.
- iii. All applicants for bursaries must be found suitable to board through the College's usual processes
- iv. All applicants for bursaries in the Sixth Form must meet the minimum academic requirement for entry to the Sixth Form
- v. If a candidate is found suitable to board and it is believed they meet the other criteria for a bursary (that boarding would provide a transformational life opportunity and that they are able to fully embrace and benefit from all that boarding has to offer), the College will seek to establish financial eligibility either through eligibility for free school meals or such other checks on the family's finances as are appropriate.
- vi. The College uses Bursary Administration Limited (an independent third party) to carry out financial checks which will involve an interview with them.
- vii. The level of bursary awarded will be determined by the outcome of these checks. All checks will be in accordance with our Data Privacy Policy and GDPR regulations.
- viii. Where the number of candidates assessed as eligible for a bursary exceeds the number of bursary places available, additional criteria will be used to make final decisions on the allocation of bursary places. These criteria include: the extent to which a candidate will benefit from the boarding experience, housing, living in dangerous area, parental health and resilience, sibling health and resilience. The final decision on the allocation of places will be made by the Head and Governing Body of Holyport College
- ix. The College reserves the right for a proportion of its bursaries to remain unallocated should no suitable candidates be available at any particular time or should the financial situation of the College not allow the full allocation of awards.
- x. The College reserves the right to withdraw a bursary immediately if the student does not adhere to the College's Pupil Code of Conduct and Behaviour Policy.

Funding of bursaries

In line with DfE guidance, the College is expected to make an 8% return on boarding fees and that this amount may be used in part to fund bursary places. It should also be noted that this 8% is also required to be earmarked for other areas of expenditure such as renovation of boarding facilities. In addition to internal funding, the College will encourage funding from other sources, including the local authority, Buttle UK and the Royal Springboard foundation.